

INSTRUCTIONS FOR COMPLETING THE MONTHLY REPORT OF DBE PARTICIPATION

List DBE Consultants, Subcontractors, Suppliers, Manufacturers, Vendors and Truckers on the **MONTHLY REPORT OF DBE PARTICIPATION** in the same order as listed in the proposal.

Project Title:	Self-Explanatory
Project No.:	Self-Explanatory
Period Covered by this Report:	Same period as invoice period
Contractor Name:	Self-Explanatory
Contractor No.:	Self-Explanatory
Contract Amount (including amendments):	Less Mobilization, Force Account Items and Allowance Items. Amendments should be listed separately with an explanation of how it will be allocated to DBEs and non-DBEs
Invoice/Progress Payment No.:	Self-Explanatory

Invoice Amounts:	
A. Current:	\$“ Payment Now Due” from the Progress Payment Same as invoice amount

B. To Date: \$ "Invoice to Date"

C. DBE Contractual DBE Participation	DBE Participation % calculated from bid proposal
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D. TOTAL Payment to Date: \$ Summation of "Payment to Date" for DBE Consultant, Subcontractor, Supplier, Manufacturer, Vendor and Trucker

E. DBE Participation to Date (D divided by B):

$$100\% \times \frac{\text{Total DBE \$ Payment to Date}}{\text{\$ Invoice to Date}} = \text{to nearest 0.1\%}$$

F. Contract Provisions

The name, address & telephone number of the DBE Consultant, Subcontractor, Supplier, Manufacturer, Trucker, and Vendor should be listed on the initial monthly report. In subsequent reports, only the name is required.

The prime contractor shall complete monthly reports and invoice and submit them to the project engineer. The DOT may not process payments without the monthly report. The project engineer shall submit the monthly report to the Office of Civil Rights, Attn: OCR-D.